DAYTON METRO LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
Wednesday, March 18, 2020, 4:00 p.m.

This meeting Occurred via WebEx video conferencing due to the COVID-19 outbreak.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan, Elaine Johnson
           Carl Kennebrew, Margot Merz, Arlinda Vaughn

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER
The President called the meeting to order at 4:00 p.m.

DECLARATION OF CONFLICTS OF INTEREST
Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA
On a motion by Ms. Merz, seconded by Ms. Vaughn, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES
On a motion by Ms. Hayde, seconded by Ms. Merz, the minutes of the Board meeting of February 19, 2020 and the facilities meeting of March 9, 2020 was approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA
On a motion by Mr. Kennebrew, seconded by Ms. Vaughn, the following items from the Consent Agenda were approved by the Board:
WORKSHOP HOURS

The Board authorized the attendance of the following staff members at the workshop/conference indicated below:

Martha Ballinger, Information Services Librarian, Special Collections, Main Library, to participate in “Guide to Documentation and Source Citation” online course being sponsored by the National Genealogical Society. It is further recommended that registration in the amount of $65.00 be reimbursed by the Board.

Cynthia Chibis, Human Resources Director, Human Resources, Main Library, to attend “Productive Conflict” being held at Sinclair Community College on February 11, 2020. It is further recommended that registration in the amount of $20.00 be reimbursed by the Board.

Cynthia Chibis, Human Resources Director, Human Resources, Main Library, to attend “Redefining Diversity and Exercising Inclusion” being held at Sinclair Community College on February 11, 2020. It is further recommended that registration in the amount of $49.00 be reimbursed by the Board.

Carol Mitchell, Branch Library Manager, Huber Heights Branch Library, to participate in “PLA Virtual Conference” on February 27, 2020 through February 28, 2020. It is further recommended that registration in the amount of $275.00 be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Outreach Services, to participate in “Exploring Steam Concepts through Storytimes” online course being sponsored by Library Juice Academy on March 2, 2020 through March 29, 2020. It is further recommended that registration in the amount of $175.00 be reimbursed by the Board.

Desiree Davey, Technology Development Manager, Information Technology Services, Operations Center, to attend “Computers in Libraries Conference 2020” being held in Arlington, VA on March 30, 2020 through April 2, 2020. It is further recommended that registration in the amount of $799.00, airfare in an amount not to exceed $260.00, lodging in an amount not to exceed $1310.00, and meals in an amount not to exceed $200.00 be reimbursed by the Board.

Jeff Reid, Material Selection Librarian, Collection Development, Operations Center, to attend “2020 Technical Services Retreat” being held in Columbus, OH on April 15, 2020 through April 16, 2020. It is further recommended that registration in the amount of $235.00, mileage in an amount not to exceed $93.84, lodging in an amount not to exceed $125.00, and meals in an amount not to exceed $80.00 be reimbursed by the Board.

Martha Ballinger, Information Services Librarian, Special Collections, Main Library, to attend “Ohio Genealogical Society Conference” being held in Sandusky, OH on April 29, 2020 through May 2, 2020. It is further recommended that registration in the amount of $248.00, mileage in an amount not to exceed $210.45, lodging in an amount not to exceed $730.00, and meals in an amount not to exceed $160.00 be reimbursed by the Board.

Francesca Hary, Branch Library Manager, Burkhardt Branch Library, to attend “Disney’s Approach to Business Excellence” being held in Columbus, OH on May 13, 2020. It is further recommended that registration in the amount of $449.00, and mileage in an amount not to exceed $96.02 be reimbursed by the Board.
Sara Carpenter, Catalog Librarian, Cataloging, Operations Center, to attend “OVGTSLS 2020: Technical Services Today” being held in Akron, OH on May 17, 2020 through May 19, 2020. It is further recommended that registration in the amount of $150.00, mileage in an amount not to exceed $229.31, lodging in an amount not to exceed $245.00, and meals in an amount not to exceed $120.00 be reimbursed by the Board.

Lori Rotterman, Information Services Assistant, Special Collections, Main Library, to attend “Echoes of Our Ancestors Conference” being held in Salt Lake City, UT on May 19, 2020 through May 23, 2020. It is further recommended that registration in the amount of $409.00, transportation in an amount not to exceed $530.00, lodging in an amount not to exceed $575.00, and meals in an amount not to exceed $200.00 be reimbursed by the Board.

Michael Nemire, Audio-Visual Services Technician, Information Technology Services, Main Library, and Aaron Smith, Audio-Visual Systems Manager, Information Technology Services, Operations Center, to attend “InfoComm 2020” being held in Las Vegas, NV on June 13, 2020 through June 19, 2020. It is further recommended that registration in the amount of $449.00 each, transportation in an amount not to exceed $790.00 each, lodging in an amount not to exceed $1450.00 each, and meals in an amount not to exceed $360.00 each be reimbursed by the Board.

Martha Ballinger, Information Services Librarian, Special Collections, Main Library, to attend “Palatines to America National Conference” being held in Cincinnati, OH on June 20, 2020. It is further recommended that registration in the amount of $108.45, and mileage in an amount not to exceed $62.33 be reimbursed by the Board.

Kimberly Bishop, Staff Development Manager, Human Resources, Operations Center, to attend, “Nuts & Bolts of Technology Competencies and Beyond” being held in Chicago, IL on June 26, 2020. It is further recommended that registration in the amount of $75.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Denny Russell, Information Services Assistant, full-time, Grade 08, Huber Heights Branch Library, effective March 15, 2020 at the rate of $17.03 per hour.

Alexis Whitney, Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective March 1, 2020 at the rate of $17.03 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION

Marguerite Ebert, Patron Services Assistant, 1/2-time, Grade 05, Southeast Branch Library, from Patron Services Assistant, substitute, Grade 05, Miamisburg Branch Library, effective March 1, 2020 at the rate of $14.74 per hour.
CHANGE IN LOCATION, CHANGE IN POSITION

Angelia Fitzgerald, Library Aide, Main Library, from Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center, effective February 16, 2020 at the rate of $10.25 per hour.

LEAVE WITHOUT PAY

Theresa Araya, Patron Services Assistant, 1/2-time, Grade 05, Northwest Branch Library, effective March 15, 2020 for 20 hours for vacation.

Jennifer Effinger-Damron, Information Services Assistant, full-time, Grade 08, Outreach Services, effective December 23, 2019 for 8 hours for vacation.

LONG-TERM LEAVE OF ABSENCE

Cheryl Wirtley, Branch Library Manager, full-time, Grade S8, Miami Township Branch Library, effective December 1, 2019.

RESIGNATION

Iris Juergens, Borrower Services Manager, full-time, Grade S07, Borrower Services, Main Library, effective March 13, 2020.

Elijah Stephens, Information Services Assistant, substitute, Grade Sub08, Outreach Services, effective November 3, 2019.

TUITION REIMBURSEMENT

The Board approved reimbursement for the following individuals for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Program Guidelines:

Caitlin O’Mara, Information Services Assistant, Main Youth Services, Main Library, for the course “MLIS Portfolio”, University of Missouri-Columbia, 1.0 credit hours, at a cost of $453.03.

GROUP LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE RENEWAL

The Board approves the renewal of the Group Life Insurance Policy with Anthem Life Insurance Company at the rate of $0.17/$1,000 and the renewal of the Accidental Death and Dismemberment Insurance Policy at the rate of $0.03/$1,000 for the period July 1, 2020 through July 1, 2022.

Ayes: All
Nays: None
COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for February 2020 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the February 2020 Financial Report was approved by the Board.

Ayes: All
Nays: None

FINAL APPROPRIATION RESOLUTION

Enclosed with the Agenda was the recommended Final Appropriation Resolution for 2020 that was prepared in accordance with the Chart of Accounts required by the Auditor of State and based on the amended Official Certificate of Estimated Resources requested from the Montgomery County Budget Commission.

On a motion by Ms. Holihan, seconded by Ms. Hayde, the Board adopted the following Resolution:

BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library, Montgomery County, Ohio, that, to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2020, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made during the said year.

**Final Appropriation for 2020**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td><strong>GENERAL FUND</strong></td>
<td></td>
</tr>
<tr>
<td>1000 - Salaries and Benefits</td>
<td>$22,891,285</td>
</tr>
<tr>
<td>2000 – Supplies</td>
<td>$746,750</td>
</tr>
<tr>
<td>3000 - Purchased Services</td>
<td>$6,686,935</td>
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<tr>
<td>4000 - Library Materials &amp; Information</td>
<td>$4,286,290</td>
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<tr>
<td>5000 - Capital Outlay</td>
<td>$1,133,475</td>
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<tr>
<td>6000 - Debt Service</td>
<td>$0</td>
</tr>
<tr>
<td>7000 - Other Objects</td>
<td>$182,265</td>
</tr>
<tr>
<td>8000 – Contingency</td>
<td>$0</td>
</tr>
<tr>
<td>9000 - Transfers to other funds</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total General Fund Appropriations</strong></td>
<td><strong>$35,927,000</strong></td>
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<table>
<thead>
<tr>
<th>Category</th>
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<tbody>
<tr>
<td><strong>SUSTAINABILITY FUND</strong></td>
<td></td>
</tr>
<tr>
<td>3000 – Purchased Services</td>
<td>$10,500</td>
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<tr>
<td><strong>Total Sustainability Fund Appropriations</strong></td>
<td><strong>$10,500</strong></td>
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### FACILITIES ENHANCEMENT FUND

<table>
<thead>
<tr>
<th>Category</th>
<th>Appropriations</th>
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</thead>
<tbody>
<tr>
<td>2000 – Supplies</td>
<td>$1,250</td>
</tr>
<tr>
<td>3000 - Purchased Services</td>
<td>$204,750</td>
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<tr>
<td>5000 - Capital Outlay</td>
<td>$150,000</td>
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<tr>
<td><strong>Total Facilities Enhancement Fund Appropriations</strong></td>
<td><strong>$356,000</strong></td>
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### FUTURE EMPLOYEE EXPENSE FUND

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<thead>
<tr>
<th>Category</th>
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</thead>
<tbody>
<tr>
<td>3000 – Purchased Services</td>
<td>$3,000</td>
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<tr>
<td><strong>Total Future Employee Expense Fund Appropriation</strong></td>
<td><strong>$3,000</strong></td>
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### DEBT SERVICE FUND

<table>
<thead>
<tr>
<th>Category</th>
<th>Appropriations</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000 - Purchased Services</td>
<td>$211,000</td>
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<tr>
<td>6000 – Debt Service</td>
<td>$11,004,342</td>
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<tr>
<td><strong>Total Debt Service Fund Appropriations</strong></td>
<td><strong>$11,215,342</strong></td>
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### BUILDING & REPAIR FUND

<table>
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<tr>
<th>Category</th>
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</thead>
<tbody>
<tr>
<td>3000 - Purchased Services</td>
<td>$502,500</td>
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<tr>
<td>5000 - Capital Outlay</td>
<td>$7,500,000</td>
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<tr>
<td>7000 - Miscellaneous</td>
<td>$600</td>
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<tr>
<td><strong>Total Building &amp; Repair Fund Appropriations</strong></td>
<td><strong>$8,003,100</strong></td>
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### TAXABLE CONSTRUCTION FUND

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</thead>
<tbody>
<tr>
<td>2000 – Supplies</td>
<td>$20,000</td>
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<tr>
<td>3000 - Purchased Services</td>
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<td>5000 - Capital Outlay</td>
<td>$27,950,000</td>
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<tr>
<td>7000 - Miscellaneous</td>
<td>$3,000</td>
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<tr>
<td><strong>Total Taxable Construction Fund Appropriations</strong></td>
<td><strong>$30,232,000</strong></td>
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### TAX EXEMPT CONSTRUCTION FUND

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</thead>
<tbody>
<tr>
<td>5000 - Capital Outlay</td>
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<tr>
<td><strong>Total Exempt Construction Fund Appropriations</strong></td>
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**Total All Funds Appropriations:** **$85,746,942**

A roll call vote was taken as follows:
Mr. Bower, Aye
Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Ms. Vaughn, Aye

Ayes: All
Nays: None
EXECUTIVE DIRECTOR’S REPORT

The Executive Director updated the Trustees on the Library’s response to the COVID-19 outbreak. At this time all library locations are closed to the public indefinitely. There is hope that the Library will be able to provide some services to the public, such as curbside pickup of books, while keeping the general population out of the buildings. Things have been changing rapidly and the Library is moving to adapt with these changes.

LIBRARIES FOR A SMARTER FUTURE UPDATE

The Executive Director gave the Trustees an update on the facilities projects. The Grand Opening of the new Trotwood Branch Library was canceled and will reopen when the other branches reopen to the public. There will be a celebration in May to dedicate the nature play area. Other branch design will continue remotely.

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, April 6, 2020 at 4:00 p.m. in the Board Room at the Main Library.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, April 15, 2020 at 4:00 p.m. in the Board Room at the Main Library.

EXECUTIVE SESSION

It was recommended that the Board go into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22 (G)(4) of the Ohio Revised Code to discuss the collective bargaining agreement.

Ms. Merz made a motion for the Board to enter into Executive Session, Mr. Kennebrew seconded.

A roll call vote was taken as follows:
Mr. Bower, Aye
Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Ms. Vaughn, Aye

Ayes: All
Nays: None
The Board entered Executive Session at 4:49 p.m. and returned to open session at 5:09 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(4) of the Ohio Revised Code.

ADJournment

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board adjourned at 5:09 p.m.

Ayes: All
Nays: None